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12 April 1961

MEMORANDUM FOR THE RECORD

FROM : Chief, Fiscal Division

SUBJECT: Comptroller Instruction No. 94

Subject General: Reproduction of Official Records

Specific : Use of Thermofax, Verifax, Autostat,
and Other Heat-Sensitive Copying
Machines

1. Comptroller Instruction No. 94 was reviewed with the Records Officer of the Comptroller's Office on March 31, 1961, for the purpose of determining the proper interpretation of the actions necessary to comply with this Instruction.

2. The Area Records Officer stated that in her opinion thermofax copies of documents supporting vouchers could be accepted provided that the vouchers are not to be retained for more than 12 years. This opinion was based on the fact that the storage facilities in the present Records Center provides controlled heat and humidity, so that the storage is under ideal conditions. Comptroller Instruction No. 94 was discussed with each Branch Chief of the Division, who were advised of the position taken by the Area Records Officer relating to records stored for not more than 12 years, and they were instructed not to accept any copies of documents which would be stored in the Records Center for more than 12 years, if such copies were reproduced on a thermofax machine.

3. Attached hereto is a copy of a memorandum dated 1 February 1961, from the Chief, Records Management Staff relative to heat-sensitive copy paper. This memorandum was the basis on which Comptroller Instruction No. 94 was issued. The Area Records Officer has made a note thereon that this applies only to copies produced on a thermofax machine.

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